

SECRET

Executive Registry
63-751

(CLASSIFICATION)

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Action Memorandum No. 173

Date 25 January 1963

TO : Deputy Director/Support

SUBJECT : Delinquent Fitness Reports

REFERENCE:

This follows up the DICI's request at the 22 January staff meeting that he be advised promptly in the future of any units that are delinquent with fitness reports, and that a reprimand be prepared for his signature to the senior officer in the unit. Now that the Senior Staff has been warned, let's give them 30 days to get on a current basis with their fitness reports and start issuing the reprimands by 22 February.

[illegible]

Lyman B. Kirkpatrick
Executive Director

ExDir:LBK:dms

SUSPENSE DATE: Distribution: Original - Addressee; 1 - DCI; 1 - DDCI; 1 - ER; 1 - ExDir

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MOR/CDF

(CLASSIFICATION)